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MEMORANDUM

TO: ALL STAFF

FROM: G. Robert Blakey, Chief Counsel and Director 913:78
1-12-78

DATE: January 12, 1978

RE: Procedures for Federal Agency Document Requests and Compliance Monitoring

The following procedures have been established with respect to requesting materials and documents from Federal agencies and subsequently monitoring agency compliance. Strict adherence to these procedures will insure an orderly system. Your cooperation is appreciated.

DOCUMENT REQUESTS

1) All document requests will be coordinated by Jacqueline Hess on the Kennedy Task Force and by Gerald Hamilton on the King Task Force. Your request should be given in written form to Hess or Hamilton and should reflect the following information to the best of your knowledge:

- A. Files on individuals
 1. Name of agency from which information is desired
 2. Complete name of individual and all known or suspected aliases
 3. Past and/or current address
 4. Date of birth and/or date of death
 5. Team Issue and Work Step number.
 6. Any other additional information, i.e., prior arrests, FBI number, etc.
 7. Source of information for #2-4 and 6
 8. Period for which information is requested
 9. Date of previous requests concerning individual to any agency
 10. Priority of request with respect to your team's other document requests, and desired compliance date.
- B. Files on organizations
 1. Name of agency from which information is desired
 2. Complete name(s) of organization
 3. Location of known or suspected headquarters
 4. Existence of branch offices
 5. Known or suspected subsidiary organizations
 6. Known or suspected leaders of organization
 7. Team Issue and Work Step number.

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8. Source of information for #2-6
9. Date of previous requests concerning organization to any agency
10. Period for which information is requested
11. Priority of request with respect to your team's other document requests, and desired compliance date.

C. Subject-matter files

1. Name of agency from which information is desired
2. Detailed description of subject or incident
3. Relevant dates
4. Individuals known to be associated with subject or incident
5. Team Issue and Work Step number.
6. Source of information for #2-4
7. Date of prior related requests to any agency
8. Period for which information is requested
9. Priority of request with respect to your team's other requests and desired compliance date.

2) All Document request letters will be typed by Dawne Miller. She will type only those requests which have been drafted or approved by Hess or Hamilton.

3) All document request letters will be xeroxed and logged by Miller. Each senior attorney will be given a copy of each letter.

4) All document request letters will be mailed by Miller after approval by Hess or Hamilton, the respective Deputy Chief Counsel and Chief Counsel Blakey.

5) Any verbal revision of a written request must be followed by written confirmation.

DOCUMENT COMPLIANCE

1) A bi-weekly chart indicating the current status of document request compliance will be kept by Hess and Hamilton. Copies of the chart will be distributed to each senior attorney.

2) With respect to all files which have been requested in written form by the Committee, ^{1/} the following procedures apply:

- a. All communications with agencies concerning the question of compliance with requests should in the first, and the last, instance be handled exclusively by Hess and Hamilton. ^{2/} Compliance will be

^{1/} This rule does not apply to files which have not been requested by the Committee in written form.

^{2/} Each agency will be informed of this new policy.

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judged and recorded on the basis of such communications, and not upon the basis of communications with other staff members or supervisors.

- b. Any significant policy question or difficulty with respect to any particular document should be resolved with the agency by the appropriate Deputy Chief Counsel or the Chief Counsel.
- c. If access to a file is restricted to the Chief or Deputy Chief Counsels, notification that the file is available with that restriction must be made to Hess or Hamilton.

3) When unclassified documents have been received by the Committee, a copy will be given to the senior attorney whose team requested it. A daily log of incoming unclassified documents will be kept by the security office and is available for daily review.

4) When classified documents are received by the Committee, the security office will inform Hess or Hamilton. They will then inform the senior attorney whose team requested the document. All classified documents will be kept within the security office and may be reviewed consistent with security regulations.

5) When documents are available for review at an agency, the agency will inform Hess or Hamilton who will then inform the appropriate senior attorney.

6) Staffers viewing documents at an agency will file with security a report listing those documents which were made available. If such a report contains classified information, it will be forwarded by the agency directly to the Committee's security office. The security office will inform Hess or Hamilton of its receipt. They will then inform the appropriate staffer that his/her notes/report have been received.